

Vacancy Announcement



U.S. Embassy Iraq

**ANNOUNCEMENT
NUMBER: 11-81**

**SUBJECT:
Agricultural Specialist, FSN 11**

DATE: 05-11-11

OPENT TO: All Interested Applicants

FROM: Human Resources Office

POSITION: Agricultural Specialist, FSN-11; FP-4*

REFERENCE: Agricultural Specialist (Trainee Grade), FSN-9; FP-5*
VA 11-81 (T)

OPENING DATE: May 11, 2010

CLOSING DATE: May 25, 2011

WORK HOURS: Full time: 40 hours/week

SALARY: Ordinarily Resident (OR): 40,156 USD per annum (Starting Basic salary)
(Position Grade: FSN-11)

*Not-Ordinarily Resident (NOR): 61,759 USD p.a. (Starting Basic salary)
(Position Grade: FP-4)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK
AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Baghdad is seeking an individual to fill the position of **Trainee
Agricultural Specialist** in the **Foreign Agricultural Service** office.

BASIC FUNCTION OF THE POSITION

Incumbent will serve as the U.S. Department of Agriculture's (USDA) Iraqi commodity and market analyst. The primary responsibility is to collect information from a broad range of sources and write reports and assemble less formal messaging on Iraq's agriculture markets, crop production, and agricultural policies. Other responsibilities include implementing USDA's marketing programs and technical assistance projects. This position reports to the Agriculture Counselor but works in close collaboration with other members of USDA's Office of Agriculture Affairs.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor's Degree in Agricultural Economics, Agri-business, Agricultural Marketing, Agriculture, Business Administration, Statistics or other related field is required.
2. Four years of experience in agricultural marketing, agricultural policy, agricultural commodity forecasting, agricultural statistics, or other related field.
3. Level III (Good working knowledge) in reading, writing, and speaking English; Level IV (Fluent) in Arabic. (Candidates will be tests on their language skills)
4. A thorough understanding of Iraq's agriculture sector and factors affecting production, supply, and demand. Familiarity with economic tools/methods used to estimate current and forecast future crop and livestock supply and demand levels.
5. Ability to develop and maintain an extensive range of contacts in government, industry, and academia, organize and critically analyze a broad range of information on agriculture, plan, organize, research and draft timely and accurate analytical reports, make independent estimates and forecasts, even when full information is lacking, interpret and inter-relate developments in agricultural production, policy, marketing and demand, are required.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**
3. A combination of both; i.e., Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and e-mailing it to BaghdadHR@state.gov.

To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on below:

<http://iraq.usembassy.gov/iraq/jobs.html>

E-mails received without the appropriate subject line will not be considered. Your e-mail must state the vacancy title and vacancy announcement number in the subject line, example: VA11-81 Agricultural Specialist

CLOSING DATE FOR THIS POSITION: MAY 25, 2011

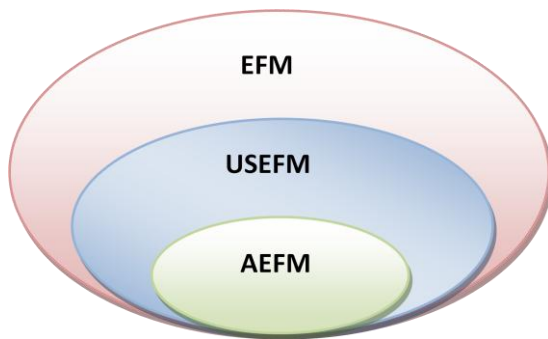
The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: D/HRO/WG
Cleared : FAS/CLR
Drafted : HRA/HS

Appendix A

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and

- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

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U.S. Embassy, Iraq



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| Announcement Number: 11-81 | SUBJECT: Agricultural Specialist, FSN-11 Major Duties and Responsibilities | Opening Date: 04/11/2011 Closing Date: 05/25/2011 |
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A. Market Research and Data Base Management

35 %

Develops and maintains a wide range of contacts to obtain information about conditions in Iraqi agriculture. Contacts will include: Government of Iraq officials; local trade and farmer associations; importers, distributors, and processors of agriculture products; and academics involved in agricultural policy and research, and others.

Regularly reads and analyzes reports and data related to Iraqi agriculture and judges the accuracy and utility of information from these other sources.

Maintains office Production, Supply, Demand, and Price Databases for key agriculture commodities. Develops, updates, and maintains an electronic library of documents related to Iraq's agriculture situation. The collected information will be the basis for writing reports following a standard USDA format.

B. Reporting

35 %

Researches and drafts reports covering agriculture commodity markets, including area under cultivation, production, processing, imports, exports, consumption, stocks, prices, market opportunities, consumer preferences, and non-tariff trade barriers. Formal reports will include both scheduled and voluntary reports in the USDA "Global Agriculture Information Network" (GAIN) format. Independent forecasting of probable future production, demand, and trade levels will be required. Also responds to requests for information from USDA/Washington analysts and other U.S. Government entities.

Collects and analyzes information and prepares reports on Iraq's agricultural policy as it is being developed, amended, and implemented. Relates these policy developments to U.S. interests, impact on Iraqi agriculture and forecasts the impact of alternative policy outcomes. Incorporates this information into GAIN commodity reports as needed.

C. Market Development and Trade Support.

20 %

Provides expert advice and accurate information to American officers, U. S. exporters, and local importers on importing U.S. agricultural products into Iraq. Responds to telephone or written inquiries on Iraqi import procedures. Assists USDA-supported agricultural exporters with information and advice, arranging meetings, translating documents, escorting to meetings, and providing interpretation. Assists in resolving U.S. exporter and Iraqi importer problems with customs clearance, phytosanitary requirements, tariff classification, labeling, and other entry requirements.

D. Technical Assistance Programs.

10 %

Assists in implementing USDA's marketing programs and technical assistance projects. Communicates and collaborates with Iraqi officials to determine technical assistance needs. Advises the Agriculture Counselor about technical assistance programs that may merit consideration.